



# Discipline Incidents Collection Manual

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Oregon Department of Education  
Office of Enhancing Student Opportunities  
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## What's New

This section outlines changes to this document or the Discipline Collection for 2019-2020.

- Further coding scenarios have been added to the section titled “Reporting & Coding Records”. This section outlines several scenarios that have caused confusion over the years and this is the ODE’s attempt to clarify how specific situations should be coded for reporting.
  - Code 1200 (Truancy) and Discipline Type 4 (Truancy) are now optional reporting elements and will be dropped from the collection in 2020-21.
  - Disability Code 98 (Developmental Delay) is now expanded to apply to school-aged students ages 3-9 Years only.

## General Information

### Introduction

The purpose of this document is to be an easy reference tool for individuals responsible for reporting data related to the Discipline Incidents Collection. If an error is located anywhere throughout this Process and Content Manual, please feel free to inform any of the staff in the Contact List on page 2 of this manual. Furthermore, if this manual does not provide the guidance necessary to answer a specific data collection question, please contact one of the staff in the Contact List on page 2. It is extremely important that data submitted for all collections are accurate, valid, and reliable.

Icon	Description
	An information circle indicates an informational note.
	A light bulb indicates a useful tip.
	A warning triangle indicates a warning and the user should use caution.

### Important dates

<b>Regular Collection</b>	Open 5/21/2020	Close 8/31/2020
<b>Review Window (Audit)</b>	Open 9/10/2020	Close 10/2/2020

### Acronyms

Acronyms frequently used throughout this document include:

Acronym	Name
<b>ESSA</b>	Every Student Succeeds Act
<b>ODE</b>	Oregon Department of Education
<b>DIC</b>	Discipline Incidents Collection
<b>RSC</b>	Restraint and Seclusion Collection
<b>OESODT</b>	Office of Enhancing Student Opportunities Data Team
<b>DRSDC</b>	Discipline, Restraint and Seclusion Data Collections

### Contact List

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### Discipline Incidents Reports and Retention Information

There are many types of [Administrative Records](#), which document the number of students served by schools and districts included in annual census reports to the Oregon Department of Education. These records may include, but are not limited to: a) annual reports and district summary reports, b) student census information, c) major and minor behavioral records, d) agency information, and e) related documentation. Please note that when districts create records, the minimum retention is five years after the school year of creation.

## Training & Materials

Training and other technical information for the Discipline Incident Collection are on the [School Discipline, Bullying, Restraint and Seclusion](#) webpage.

This webpage includes:

- Access to the annual Training Webinar
- Discipline Data Media Files
- Best Practices

### DRSDC Listserv

**\*New 2019-20\***. The ODE has created a Listserv to improve data collection communication to those staff at Districts, ESDs, and Schools who submit and maintain the Discipline Incidents and the Restraint & Seclusion Collections. The ODE automatically added those staff who have previously submitted data for either collection. If you should not be on this list or if you wish to be added to this list, please contact a staff member in the Contact List on page 2.



**Communications about Discipline/Restraint & Seclusion Data Collection information comes through the DRSDC Listserv.**



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### Data Collection Contacts Information

The Office of Enhancing Student Opportunities uses the Special Education Data Collection (SEDC) District/Consortium Contact Information Forms for maintaining various Listserv Mailing lists and collections throughout the year. The information on these forms show membership of SECC and IDEA consortiums for the 2019-20 school year. It is important that each agency submit the most up-to-date information to the Office of Enhancing Student Opportunities Data Team (OESODT). It is the responsibility of each agency to update their form when there is a staff change.

## Important - Please Read

### Eight Rules for Submitting Timely & Accurate Data

1. Keep your data up to date at all times. The more up to date the data, the less time it will take to prepare data for submission.
2. Read all the instructions and documentation related to the data collection.
3. Submit data as early as possible, but do not rush! Technology, weather, and other factors beyond district control can suddenly keep a district from being able to submit data on the final day.
4. Join the Discipline/Restraint & Seclusion Data Collection (DRSDC) Listserv and read all messages carefully. To join, please contact a staff member listed on page 2.
5. Train at least one backup person to submit, validate, and correct data for each data collection. Key people may get sick, injured, or leave without notice. Do not forget to have the district security administrator grant appropriate permissions to the backup staff member.
6. Backup the data often to a secure location other than the hard drive (e.g. network drive or disk). Technological mishaps are sometimes unavoidable and frequently lead to loss of data.
7. Make a plan. Use the [Schedule of Due Dates](#)<sup>1</sup> to plan your data submission calendar.
8. If you have questions, contact the data collection owner at the ODE as soon as possible. The ODE data owners are here to help you.
9. Following these rules throughout the year will help reduce the risk of your district becoming late and/or inaccurate.

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<sup>1</sup> <https://district.ode.state.or.us/apps/info/>

## Unsafe School Choice Option

The Every Student Succeeds Act (ESSA) requires state education agencies to establish a school choice policy for students attending a persistently dangerous school as defined by the state.

Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe educational agency, including a public charter school. ([20 U.S.C. § 7912\(a\)](#).)

ESSA deems a school unsafe as a whole or for an individual student who is the victim of a violent criminal offense. In meeting this federal requirement, the Oregon Department of Education (ODE) seeks to establish and implement a policy that is preventative as well as responsive to parent concerns. Corrective action is part of the process of designating a school or schools as unsafe or persistently dangerous.

Oregon considers a public elementary or secondary school “persistently dangerous” if one or more of the following conditions exists for three consecutive school years:

1. The school has expulsion(s) for firearms<sup>2</sup> or dangerous weapons<sup>3</sup>
- or
2. The school has expulsion(s) for students arrested for the commission of any of the following violent criminal offenses on school grounds, on school-sponsored transportation, and/or during school-sponsored activities:
  - a. Assault;
  - b. Manufacture or delivery of a controlled substance;
  - c. Sexual crimes using force, threatened use of force, or against incapacitated person;
  - d. Arson;
  - e. Robbery;
  - f. Hate/Bias Crime;
  - g. Coercion;
  - h. Kidnapping;
  - i. Criminal Homicide;
  - j. School Threat.

The total number of expulsions for the above-described combined categories must meet or exceed one of the following rates per year:

- a. For a school with fewer than 300 enrolled students, nine (9) expulsions.

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<sup>2</sup> Firearm means “(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.” ([18 U.S.C. § 921\(a\)\(3\)](#).)

<sup>3</sup> Dangerous weapon means “a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.” ([18 U.S.C. § 930\(g\)\(2\)](#).)

- b. For a school with 300 or more enrolled students, three (3) expulsions for every 100 enrolled students or fraction thereof. (3% of the enrolled student population)<sup>4</sup>

**First Year:** The first year any school meets the above criteria it must complete and submit a corrective action plan to the ODE’s Office of Enhancing Student Opportunities. The plan must provide evidence that the school district is taking serious efforts toward correcting its circumstances and ensuring a safe school environment for its students, staff, and community.

The corrective action plan may include a district safety plan, school-wide discipline plan, discipline data, school and community collaboration plan for school safety, and other information deemed necessary.

**Second Year:** Any school meeting the criteria above for a second consecutive year must evaluate and revise its year-one corrective action plan and submit the revised plan with evidence demonstrating it is making a serious effort to ensure a safe school environment for its students, staff, and community. Schools shall file the revised corrective action plan with the ODE’s Office of Enhancing Student Opportunities. A committee of school and the ODE reviewers will assess the school’s revised corrective action plan. The ODE will provide technical assistance and support as necessary.

**Third Year:** The state designates as “persistently dangerous” any school meeting the state-defined criteria above for three consecutive years. Parents may exercise their right to have their child attend a public school within the local educational agency not designated as “persistently dangerous.” Schools must file a revised corrective action plan with the ODE. The ODE will continue to provide technical assistance and support as necessary.

**Individual Student Option (Victim of a Violent Criminal Offense):**

Allow any student, while on the grounds of a public elementary school or secondary school that the student attends, who becomes a victim of a violent criminal offense, must, to the extent feasible, to transfer to another public school within the local educational agency.

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<sup>4</sup> For the purpose of this definition, count expulsions per incident resulting in expulsion. For example, an incident involving multiple students will count as a single incident (count of 1) toward the school threshold even if multiple students are involved.

## Definitions

### A - E

**Arrest** – To place a person under actual or constructive restraint or to take a person into custody for the purpose of charging that person with an offense. A “stop” as authorized under [ORS §§ 131.605 to 131.625](#) is not an arrest. ([ORS § 133.005](#)).

**Dangerous Weapon** – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2½ inches in length. ([18 U.S.C. § 930\(g\) \(2\)](#).)

**Disciplinary Removal** – Suspension, expulsion, or other removal from school for disciplinary reasons, including removals for mental health examinations for students who threaten violence or harm in public schools under [ORS 339.250\(4\)\(b\)\(C\)](#). It does not include (from [OAR 581-015-2400\(3\)](#)):

- (a) Removals by other agencies;
- (b) Removals for public health reasons (e.g., head lice, immunizations, communicable diseases, etc.);
- (c) In-school suspensions if the child continues to have access to the general curriculum and to special education and related services as describe in the child’s IEP, and continues to participate with children without disabilities to the extent they would in their current placement; or
- (d) Bus suspensions, unless the student’s IEP includes transportation as a related service, the district makes no alternative transportation arrangements for the student, and the student does not attend school as a result of the bus suspension.

**Controlled substance** – A drug or its immediate precursor classified in Schedules I through V under the federal Controlled Substances Act, 21 U.S.C. §§ 811 to 812, as modified under ORS § 475.035. The use of the term “precursor” in this paragraph does not control and is not controlled by the use of the term “precursor” in ORS §§ 475.752 to 475.980. Does not mean industrial hemp, as defined in ORS § 571.300, or industrial hemp commodities or products. (ORS § 475.005(6) (a)-(b).)

**Drug violation** – The use, possession, sale or solicitation of drugs at school or a school function. (OAR 581-015-2425).

**Expulsion** – An action taken by a local educational agency to remove a child from his/her regular school for disciplinary purposes for a period lasting longer than the permitted out-of-school suspension period allowed by the local educational agency policy. The use of expulsion should be limited to the following circumstances:

- (a) For conduct that poses a threat to the health or safety of students of school employees;
- (b) When other strategies to change student conduct have been ineffective, except that expulsion may not be used to address truancy; or
- (c) When the expulsion is required by law
- (d) In addition to any limitations imposed by paragraphs (a) to (c) of this subsection, board policies must limit the use of expulsion for students in fifth grade or lower to the following circumstances:
  - (i). For non-accidental conduct causing serious physical harm to a student or school employee;
  - (ii). When a school administrator determines, based upon the administrator’s observation or upon a report from a school employee, that the student’s conduct poses a direct threat to the health or safety of students or school employees (OAR 581-021-0070(1)).

Each school district's expulsion policy must be limited so that the duration of an expulsion may not be more than one calendar year. (ORS § 339.250(2) (f) (A).)

## F - O

**Firearm** - (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm. (18 U.S.C. § 921(a) (3)).

**In-School Suspension** – Instances when a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as the student under their supervision.

**Interim Alternative Educational Setting (“IAES”)** – An appropriate alternative educational setting where a student continues to receive instruction. For students receiving special education services, the child's IEP team determines the IAES. (34 C.F.R. § 300.531). A child with an IEP receiving services in an IAES must continue to receive educational services so as to enable the child to continue to participate in the general education curriculum, and to progress toward meeting the goals set out in his/her IEP. (34 C.F.R. § 300.503(d) (1) (i).)

Districts may place children receiving special education services in an IAES in the following scenarios:

- (1). Placement by school personnel for a violation of a code of conduct (not to exceed 10 days);
- (2). Placement by school personnel for “special circumstances” (no more than 45 school days) for
  - (i). weapons possession at school;
  - (ii). controlled substances possession at school; or
  - (iii). infliction of serious bodily injury upon another at school;
- (3). Placement by a hearing officer because of substantial likelihood of injury to child or others.

(34 C.F.R. § 300.530(b); 34 C.F.R. § 300.530(g); 34 C.F.R. § 300.532(b)(2)(ii); OAR 581-015-2425.)

**Irregular Attendance** – Unless exempt, all children between the ages of 6 and 18 years who have not completed the twelfth grade are required to regularly attend a public full-time school during the entire school term. (ORS § 339.010(1).) ORS § 339.065 defines irregular attendance as eight (8) unexcused one-half day absences in any four-week period during which the school is in session.

**Manifestation Determination** – A meeting composed of the school district, parent, and relevant IEP team members (as determined by the parent and the district) to determine whether the child's behavior is a manifestation of the child's disability. The assembled team must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parent to determine:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- (b) If the conduct in question was the direct result of the school district's failure to implement the IEP.

(OAR 581-015-2420).

**Out-of-School Suspension** – Instances in which a child is temporarily removed from his/her regular school to another setting for disciplinary purposes that does not constitute an interim alternative educational

setting. This includes both removals in which no IEP services are provided because the removal is 10 days or fewer, cumulatively, as well as disciplinary removals in which the child continues to receive services according to his/her IEP. Any removal for more than 50% of a scheduled school day is counted as a full day, and removal for half of the day or less is counted as a half day. (ORS § 339.250(10).)

## **S - T**

**Serious bodily injury** – Bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty. (18 U.S.C. § 1365(h)(3); OAR 581-015-2425(1)(c).)

**Special Circumstances Removal** – A student may be removed to an IAES for not more than 45 school days without regard to whether the student’s behavior is determined to be a manifestation of his/her disability when one of the following events is applicable at school, on school premises, or at a school function:

- (1). Student carries a weapon or possesses a weapon;
  - (2). Student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance;
  - (3). Student has inflicted serious bodily injury upon another person.
- (34 C.F.R. § 300.530(g).)

**Tobacco** – Any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and other smoking product, including vaping, and spit tobacco, also known as smokeless dip, chew, and snuff, in any form. (OAR 581-021-0110(1).)

## Reporting & Coding Records

### General remarks

Two important things to note are: (1) the discipline Incidents data need to be submitted by all districts, including those with no incidents to report; and (2) discipline incidents need to be reported for all students, not only those on IEPs.

It is important to keep clear the distinction between a discipline incident and a student record. The Discipline Collection is a student-event-level collection: each record pertains to a single student at a single time. A student can have multiple discipline incidents during a school year, and each should be recorded separately. Slightly less obvious is that multiple students may be involved in a single incident. In that case, each student is entered as a separate record, but the Discipline Incident ID is the same across all of the students involved.

It is equally true that a discipline incident might result from a sequence of actions, each of which could be subject to discipline, but only one of which is the primary or ultimate cause of the discipline. To put it informally, a student could engage in misbehavior and not be disciplined, then engage in misbehavior again, and be disciplined once for both behavioral incidents. This is recorded as a single discipline incident, as discussed below.

It is likely that most incidents will be straightforward: a single student is disciplined for a single offense. The examples below are meant to clarify incidents that exhibit more complexity.

The ODE is here to help if you encounter any difficulties reporting these data. Just reach out to one of the contacts on page 2; start with the person listed as Research Analyst.

### General Discipline Incidents

#### Multiple Incidents resulting in a single Discipline Action

**Definition:** A student is involved in one or more incidents over one or more school days.

#### Coding Example 1:

**Scenario:** A student is involved in three separate incidents over multiple days. The school took no action for the first two incidents. The final incident resulted in an Out of School Suspension for the student.

**Result:** The district should not report the first two incidents. Report the final incident and use the Primary, Secondary, and Tertiary Offense Type Code columns to describe the offenses.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= The district ID where the student receives instruction and state assessments.
<b>Attending School ID</b>	= The public school ID within attending district boundaries
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= 3 – Out of School Suspension
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action

Field	Correct Code/Identifier
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days recorded as 0.5
<b>Interim Services Flag</b>	= The appropriate flag
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

Multiple Incidents resulting in a single Discipline Action (Example 2)

Coding Example 2:

Scenario: A student is involved in three separate incidents on the same day. The school took no action for the first two incidents. The final incident resulted in an Out of School Suspension for the student.

Result: The district should not report the first two incidents. Report the final incident and use the Primary, Secondary, and Tertiary Offense Type Code columns to describe the offenses.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= The district ID where the student receives instruction and state assessments
<b>Attending School ID</b>	= The public school ID within attending district boundaries
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= 3 – Out of School Suspension
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days reported as 0.5
<b>Interim Services Flag</b>	= The appropriate flag
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

Multiple Incidents resulting in a single Discipline Action (Example 3)

Coding Example 3:

Scenario: A student is involved in more than three separate incidents. The agency took no action for the first two or more incidents. The final incident resulted in an Out of School Suspension for the student.

Result: Report the final incident using the final offense as the Primary Offense, the incident immediately preceding that as the Secondary Offense, and the incident immediately preceding the one described in Secondary Offense in Tertiary Offense to describe the offenses leading to the overall Incident Action.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= The district ID where the student receives instruction and state assessments
<b>Attending School ID</b>	= The public school ID within attending district boundaries
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= 3 – Out of School Suspension
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days reported as 0.5
<b>Interim Services Flag</b>	= The appropriate flag
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

## Incidents Occurring at Programs

### Discipline Incidents Occurring at a Program

#### Coding Example 1:

Scenario: A student is involved in an incident at a program attached to or run by a public school within the district.

Result: Report the Attending School ID as the school responsible for the program.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= The district ID where the student receives instruction and state assessments
<b>Attending School ID</b>	= The public school ID of the public program's sponsor school
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= The appropriate discipline action type
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days recorded as 0.5
<b>Interim Services Flag</b>	= The appropriate flag
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

Discipline Incidents Occurring at a Program (Example 2)

Coding Example 2:

Scenario: A student is involved in an incident at a program (public or private) **not** attached to or run by a public school within the district.

Result: Report the Attending School ID as the Attending School District.

Field		Correct Code/Identifier
<b>Resident District ID</b>	=	Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	=	The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	=	The district ID where the student receives instruction and state assessments
<b>Attending School ID</b>	=	The district ID where the student receives instruction and state assessments
<b>Discipline Date</b>	=	The date the agency took the Discipline Action
<b>Discipline Action Type</b>	=	The appropriate discipline action type
<b>District Incident ID</b>	=	The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	=	The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	=	The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	=	The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	=	The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	=	The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	=	The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	=	The appropriate Modifier Code
<b>Discipline Days</b>	=	The total number of days assigned to the Discipline Action taken with partial days reported as 0.5
<b>Interim Services Flag</b>	=	The appropriate flag
<b>Violent Criminal Offense Flag</b>	=	The appropriate flag
<b>Discipline Incident Date</b>	=	The date of the final incident

## Oregon School for the Deaf (State School) Student

Coding Example 1:

**Definition:** Oregon School for the Deaf (OSD) is a residential or day program for students who are deaf or hard of hearing. The Oregon Department of Education's Office of Enhancing Student Opportunities supports the Oregon School for the Deaf (OSD).

**Scenario:** A student is involved in an incident at the Oregon School for the Deaf.

**Result:** Report the Attending School ID as (1832) OSD and the Attending School District id as (2336) Oregon Department of Education.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= (2336) Oregon Department of Education
<b>Attending School ID</b>	= (1832) OSD
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= The appropriate discipline action type
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days reported as 0.5
<b>Interim Services Flag</b>	= The appropriate flag
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

## Special Education Students

**Definition:** A student who is participating in an Individualized Education Plan (IEP/IFSP).

### Removals for less than 10 days (Scenario 1)

**Scenario:** A student with a disability (SWD) is involved in one or more incidents resulting in an action that removes them from the school for less than 10 **consecutive** days and all the student's removals total less than 10 **cumulative** days.

**Result:** The district can report these as normal.

Field	Correct Code/Identifier
<b>Resident District ID</b>	= Submitting Agency ID (the district responsible for FAPE)
<b>Resident School ID</b>	= The public school ID of the school responsible for FAPE
<b>Attending District ID</b>	= The district ID where the student receives instruction and state assessments
<b>Attending School ID</b>	= The public school ID within attending district boundaries
<b>Special Education Flag</b>	= Y
<b>Primary Disability Code</b>	= The appropriate code
<b>Discipline Date</b>	= The date the agency took the Discipline Action
<b>Discipline Action Type</b>	= The appropriate action type
<b>District Incident ID</b>	= The unique Incident ID the district assigned to the incident that resulted in the Discipline Action
<b>Primary Offense Type</b>	= The Offense Type code that most closely matches the details of the final incident
<b>Secondary Offense Type</b>	= The Offense Type code that most closely matches the details of the previous incident
<b>Tertiary Offense Type</b>	= The Offense Type code that most closely matches the details of the incident prior to the incident recorded in Secondary Offense Type
<b>Primary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Secondary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Tertiary Weapon Type</b>	= The appropriate Weapon Type Code
<b>Discipline Modifier Code</b>	= The appropriate Modifier Code
<b>Discipline Days</b>	= The total number of days assigned to the Discipline Action taken with partial days reported as 0.5
<b>Interim Services Flag</b>	= N
<b>Violent Criminal Offense Flag</b>	= The appropriate flag
<b>Discipline Incident Date</b>	= The date of the final incident

Removals for less than 10 days (Scenario 2)

Scenario: A student with a disability (SWD) is involved in one or more incidents resulting in an action that removes them from the school for less than 10 **consecutive** days. However, the student has removals that total more than 10 **cumulative** days *and* the series of removals follow a pattern resulting in a change of placement.

Removals for more than 10 days

Scenario: A student with a disability (SWD) is involved in one incident that result in an action that removes them from the school for more than 10 **consecutive** days.

For these scenarios, please consult [Guidance Regarding Discipline for Special Education](#).

Please only report removal days that result in disciplinary action.

## Discipline Incidents Collection Format

### Discipline Incident Fields

#### Primary Disability Field (Required if Special Education Flag is marked “Y”)

Select the appropriate code from the drop-down list of special education disability codes. See [Disability Code Table](#) in the Appendices

#### Discipline Incident Date (Required)

Must contain a valid date in the format “MMDDYYYY,” where “MM” is the two-digit month, “DD” is the two-digit date of the month, and “YYYY” is the four-digit year (e.g., 12012020). Must be the same date or any date prior to the Discipline Action Date. Enter the date in MMDDYYYY format or use the small calendar icon at the right of the field.

#### Discipline Action Date (Required)

Must contain a valid date in the format “MMDDYYYY,” where “MM” is the two-digit month, “DD” is the two-digit date of the month, and “YYYY” is the four-digit year (e.g., 12012020). Discipline Action Date may, but will not always, fall on the same date as Discipline Incident Date. No Discipline Action Date should precede the corresponding Discipline Incident Date. Enter the date in MMDDYYYY format or use the small calendar icon at the right of the field.

#### Discipline Action Type Code (Required)

This field indicates the type of disciplinary action taken by the school. See [Discipline Action Type Table](#) in the Appendices.

#### District Discipline Incident Identifier (Required)

This is a unique identifier assigned by the district for each discipline incident. It consists of up to ten variable characters (numbers and/or letters) and is meaningful to the district. In most cases, the district’s local data system will determine the numbering sequence. If there are multiple students involved in one discipline incident, use the same District Incident ID for each student.

Example: A student disciplined at school 1294 for fighting/mutual altercation (Offense Type 1700). It is the first fight/mutual altercation at that school during the school year. District Incident ID = 129417001A. The second incident for fighting/mutual altercation at school 1294 should use the Incident ID 129417001B, and so forth.

#### Primary Offense Type Code (Required)

Code describing the primary offense carried out by the student during the incident. See [Primary Offense Type Table](#) in the Appendices.

#### Secondary and Tertiary Offense Type Code

These fields default with “Not Applicable.” Find the list of codes in the [Offense Type Table](#) in the Appendices.

Secondary Offense Type	Not Applicable.....0000	*
Tertiary Offense Type	Not Applicable.....0000	*

If a student is involved in one incident resulting in multiple offenses, use the Secondary and Tertiary Offense Type Code fields. Do not enter multiple records for the student for a single incident.

#### Primary Weapon Type Code

This field defaults with “No Weapon.” Please see the [Weapon Type Table](#) in the Appendices for the list of codes.

#### Secondary and Tertiary Weapon Type Code Fields

These fields default with “No Weapon.” Please see the [Weapon Type Table](#) in the Appendices for the list of codes.

Primary Weapon Type	No Weapon.....0098	*
Secondary Weapon Type	No Weapon.....0098	*
Tertiary Weapon Type	No Weapon.....0098	*

#### Discipline Modifier Code

This code describes special circumstances that may modify the disciplinary action taken. Only use this code in two circumstances. 1) When a student had a weapon, but was not expelled for a full school year (Discipline Modifier Code 1)<sup>5</sup>; or 2) when an Administrative Law Judge (ALJ)<sup>6</sup> removes the student (Discipline Modifier Code 2). When a student’s Discipline Modifier Code is “2”, the special education flag must be marked “Y”. See the [Discipline Modifier Table](#) in the Appendices for a list of options.



Removal by an Administrative Law Judge (Discipline Modifier Code 2) is rare and is for special education students only. When selecting Discipline Modifier Code 2, the special education flag **must** be marked “Y”.



<sup>5</sup> Both state and federal law provide the superintendent of a district with discretion to modify the expulsion requirement for a student on a case-by-case basis. (U.S.C. § 7961(b)(1); ORS § 339.250(7)(c)(A).)

<sup>6</sup> An Administrative Law Judge is different from the officiant that conducts expulsion hearings. The only time an ALJ will order the removal of a student is when the student’s behavior will likely result in injury to themselves or others. (34 C.F.R. § 300.532(b)(2)(ii).)

### Discipline Days

This field collects the number of school days associated with the disciplinary action taken. Any removal for more than half of a scheduled school day is counted as a full day, and removal for half of the day or less is counted as a half day. (ORS § 339.250(10).) This field contains an implied decimal point. When you view data in Excel, you will see extra digits (i.e., 229 days will show as 229.0).

Discipline Days  .  \* Interim Services Flag

### Interim Services Flag

\* Interim Services Flag  ▼

If the Discipline Action Code is:	Then the Interim Services Flag options are:
<b>1 – Expulsion</b>	Y or N
<b>2 – In-School Suspension</b>	Y
<b>3 – Out of School Suspension</b>	Y or N
<b>4 – Truancy</b>	Blank (Not Applicable)
<b>5 – Removed to an Alternate Educational Setting</b>	Y

### Violent Criminal Offense Arrest Flag

When schools expel a student due to the commission of a violent criminal offense on school grounds for which police/officials arrested the student, districts must mark this flag “Y”.

## Submission and Correction Process

All districts (even districts with no student discipline incidents for the 2019-2020 school year) are required to complete the data verification process on the Consolidated Collections Status Tracking Screen.

Once finished entering discipline data from all schools/programs, the district-level administrator will complete the following “Verify Submission” process.

1. Go to the Consolidated Collections Status Tracking screen and click on the black arrow next to the Discipline Incidents row to open the Verification Report window. The report will open as a separate block below the Consolidated Collections Status Tracking window.

Student Collections   Institution Collections   Staff Collections   Reports   Help				
Status Tracking		Reports		
School Year : 2016-2017				
Due Date	Collection Name	Collection ID	Name	
12/19/2016	December Special Education Child Count (SECC) 16-17	1707		
01/30/2017	Staff Position 16-17	1709		
03/10/2017	IDEA Excess Cost Calculation 16-17	1715		
05/16/2017	Discipline Incidents 16-17	1736		
Verify Submission		Remove Verification		
Count of Records Posted		Date of Last Posted Record Update	Count of Errors and/or WarningF	
0			0	

2. Review submitted data to ensure accuracy for the school(s) and to ensure the data is error-free. Click the “Verify Submission” button on the upper-left after reviewing the data.

Student Collections   Institution Collections   Staff Collections   Reports   Help				
Status Tracking		Reports		
School Year : 2016-2017				
Due Date	Collection Name	Collection ID	Name	
12/19/2016	December Special Education Child Count (SECC) 16-17	1707		
01/30/2017	Staff Position 16-17	1709		
03/10/2017	IDEA Excess Cost Calculation 16-17	1715		
05/16/2017	Discipline Incidents 16-17	1736		
Verify Submission		Remove Verification		
Count of Records Posted		Date of Last Posted Record Update	Count of Errors and/or WarningF	
0			0	

3. Clicking the “Verify Submission” button will insert the submitter’s name, date/time, and posted records/error information in the list and pop-up a message reading “Verification record inserted”.

Student Collections Institution Collections Staff Collections Reports Help ODE

Status Tracking Reports Oregon Department of Education

School Year : 2017-2018 Consolidated

Due Date	Collection Name	Verify Data
12/18/2017	December Special Education Child	
01/29/2018	Staff Position 17-18	
03/12/2018	IDEA Excess Cost Calculation 17-18	
04/27/2018	Staff Assignment 17-18	
07/02/2018	Discipline Incidents 17-18	1899 James Foutch 07/03/2018 12:00
07/02/2018	June Special Education Exit 17-18	1000

Message from webpage



**Verification record inserted.**

OK

When the district-level administrator has completed these steps, districts attest that they submitted accurate and complete discipline data to the ODE. The district will have then completed its data submission.

### Report Validation Window

The report validation period will occur between September 10, 2020 and October 2, 2020. Districts may make corrections during this time. (The screen for 2019-20 data will look similar to this view)

Summary

Ask a Question Download Data Show Filter

Reporting Year	District ID	District Name	School ID	School Name	Total Student Membership	Total Exclusions	Arson	Battery	Controlled Substance	Fighting	Homicide	Kidnapping	Robbery	School Threat	Sexual Battery	Suicide	Threat/Intimidation	Vandalism	Weapons Possession	Other Violent Criminal Offense	Dangerous Level
20192020					606																safe

## Frequently Asked Questions

**Q:** How do I log into the district site?

**A:** Visit The [ODE's District webpage](#). Your site security administrator must give you access and permissions to the Discipline Incidents Collection.

**Q:** Where do I find the Discipline Incidents Collection once I have logged into the site?

**A:** It is under Consolidated Collections – Student Collections.

**Q:** Where do I find the User Guide document for the Consolidated Collections?

**A:** See the [Consolidated Collections Student-Level Collections User Guide](#)<sup>7</sup> at the District website

**Q:** What is the best way to submit data for my district?

**A:** If your district has small schools, they may want to submit the data through the ODE's web submission process. Larger schools and districts will likely prefer to use the file upload process.

**Q:** How do I submit online through the web submission process?

**A:**

- 1) Go into Consolidated Collections, Student Collections, Discipline Incidents 19-20
- 2) Click on Data Submission, then on Web Submission
- 3) Click on school district name
- 4) Leave the other fields blank
- 5) Click on All Students to select
- 6) Click the green edit checkmark next to the student's name
- 7) Enter required discipline fields and save

**Q:** How do I upload files to the ODE for the Discipline Incidents Collection?

**A:** You can submit a file in .csv, .xml, or .zip format via the Department interface. To do so:

- 1) Go into Data Submission - File Upload.
- 2) Click on Browse and select the file you want to submit.
- 3) Click Upload.

You will then receive an email indicating the total number of records transferred and the number that had errors. If any records had errors, it will be necessary to go through the error checking and clearing process until the data is error free.

**Q:** How do I know another district's Institution ID number?

**A:**

- 1) Go to the [Institutions Lookup page](#)<sup>8</sup>
- 2) In the fifth entry field, ". . . School District . . ." enter the school district name; and click Search

**Q:** How can I see the successfully submitted records?

**A:** Go into the Discipline Incidents Collection and follow the steps below to view or print your current disciplinary records.

- 1) Open Student Collections-Discipline Incidents 19-20
- 2) Click on Record Management, then on Production Download
- 3) Select All Schools, and then click on CSV at the bottom of the screen to begin the download process; you will receive a message stating: 'The file you requested is being generated.' You

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<sup>7</sup> [https://district.ode.state.or.us/apps/info/docs/cc\\_SSID\\_ug.doc](https://district.ode.state.or.us/apps/info/docs/cc_SSID_ug.doc)

<sup>8</sup> <https://www.ode.state.or.us/institid/>

will receive an email notifying you when the file is ready to retrieve. Wait for the message to appear in your email in-box, and then click on the link provided. You then need to enter your email address in the box provided prior to downloading the file.

- 4) When the download icon appears, click on the icon and select “open” or “save”. The file will be available for seven days after the initial request. The system deletes the file once the seven days has passed.
- 5) When you do open the file, you will see the current records in your Disciplinary file that you can view or print.

**Q: What are Demographic Errors?**

A: Demographic errors occur when a district’s student record does not match the record of the student the ODE has on file for the same SSID number.

To determine the differences between the district file and the ODE’s districts will need to review the following:

- 1) The error file from Review Errors; and
- 2) The ODE file from Record Management-Record Maintenance, so the district can compare the two more easily. (Note: Since this is sensitive data, please appropriately dispose of any printed copies upon completion.)

Open two internet browsers. In one browser, log into the district site and navigate to Review Errors. In the other browser, log into the district site and navigate to SSID, Record Management-Record Maintenance. This will assist in comparing the records. You can toggle between browsers without exiting Review Errors or SSID.

Once you make necessary corrections in both SSID and the Error record, save the changes in both browsers, beginning with the record in SSID, Record Management, and Record Maintenance.

**Q: What do I do when I receive an error that indicates a student is merged to another SSID?**

A: The cause of this error is two students using the same SSID. To fix this error:

- 1) Go into Consolidated Student Collections-Student Collections-SSID-Error- Management
- 2) Choose ‘Fix’ for the record that indicates this error in ‘Review Errors’ to view that student’s record
- 3) Choose ‘SSID Lookup’ at the top of the page
- 4) When the lookup page appears, choose ‘Lookup’
- 5) Highlight the SSID and use CTRL-C to copy it, then close the SSID Lookup window
- 6) Paste the new SSID in the SSID field on the student record
- 7) Save the record

**Q: How do I do a Production Download?**

A: Go into Consolidated Student Collections, Discipline Incidents 19-20,

- 1) Click on Record Management, then on Production Download
- 2) Select "Y" to compress if it is a large file
- 3) Click on CSV and you will receive a message stating: “The file you requested is being generated.” You will receive an email notifying you when the file is ready to retrieve. Wait for the message to appear in your email in-box, and then click on the link provided. You then need to enter your email address in the box provided prior to downloading the file.
- 4) Enter your email address in the box provided. When the download icon appears, click the icon and select “open” or “save”.

- Q:** Will I need to enter data for a student who does not have an IEP?
- A:** Yes. You must enter Discipline Incident information for all students.
- Q:** What is an administrative law judge?
- A:** An Administrative Law Judge (“ALJ”) works through the Office of Administrative Hearings. “Removal by ALJ” is a rare occurrence. An ALJ for removal purposes differs from an officer who conducts district hearings for suspensions and/or expulsions.
- Q:** Do I need to enter data about a student’s disability?
- A:** Yes. If the special education flag is marked “Y”, then the primary disability code must contain a valid code from the drop-down menu.
- Q:** Can discipline be reported under “district” because we have some students under the District as a program, instead of a building?
- A:** Yes. There are fields in the collection to enter both the District ID and the School ID. If the student is attending a unique/individualized program at the district office, and is not associated with any building in the district, the district code could be used in the School ID field to indicate such.
- Q:** Do I need to enter the exact number of discipline days for an expulsion?
- A:** Yes. Discipline days are entered for all students (not just students with disabilities) and for all disciplinary actions—expulsions, suspensions, and removals. The ODE reports the total number of discipline days to the federal government and uses them to calculate information for district Systems Performance Review & Improvement (SPR&I). Incident days are school days.
- Q:** How do we count discipline days for a student expelled for an entire school year?
- A:** For all disciplinary actions—expulsions, suspensions and removals—count only the school days missed due to the discipline. For example, if expelling a student for the year from a school that has 175 school days per year, then record the student’s discipline days as 175 days.
- Q:** If multiple students are involved in one incident for which there are multiple expulsions and/or suspensions, does the incident only count once?
- A:** There should only be a single District Incident ID entered for a single discipline incident involving multiple students. However, because this is a student-level collection, you must enter discipline information for each student disciplined.
- Q:** What is the system default for the “Interim Service Flag”?
- A:** Default interim services flags will populate depending on the selected “Discipline Action Type.” “Removal to an Alternative Educational Setting” and “In-School Suspension” will populate a “Y” for Interim Services. For expulsions and out-of-school suspensions, you may select a “Y” or “N” for interim services as appropriate.
- Q:** How are students counted when their disciplinary action extends beyond June 30, 2020?
- A:** If a student is expelled, suspended, or removed during the current school year (2019-2020) but their discipline days extend past June 30, 2020, the discipline days are counted as part of the 2019-2020 collection. In other words, account for discipline days that carry into the 2020-2021 school year in the 2019-2020 collection.

**Q:** If a student leaves (moves, drops out, etc.) before serving the time given them for a discipline action, do we still report the incident?

**A:** Yes. This collection is intended to document a district's discipline actions, but if the student dropped out or otherwise left and avoided those actions, the district should still report the information.

**Q:** If a student is suspended and then expelled, how do I code the incident(s)?

**A:** *This depends on a few factors:*

**Scenario #1:** If the student was suspended out-of-school pending a meeting to decide if the incident rose to the level of an expulsion AND the result of that meeting was:

i. The incident did rise to the level of an expulsion -> report the incident as an expulsion and report the total number of days the student was removed from class including the days they were suspended.

ii. The incident did NOT rise to the level of an expulsion AND the total days removed from school was not more than 10 days -> report the incident as an out-of-school suspension for the days they were removed from school.

iii. The incident did NOT rise to the level of an expulsion AND the total days removed from school was more than 10 days -> report the incident as an expulsion for the days they were removed from school. (ORS 339.250(2)(f)(B))

**Scenario #2:** If the student was suspended out-of-school and another, separate, incident occurred while the student was serving out-of-school suspension that warranted an expulsion:

- I. Report the out-of-school suspension to include the total number of days the student was serving the suspension up to the day of the expulsion incident.
- II. Report the expulsion incident as normal.

**Q:** Will the system allow me to enter half-day suspensions?

**A:** Yes. The File Upload and Web Submission permit entry of discipline days in amounts of half-days.

**Q:** When is the best time to complete my discipline incidents data report and submit it to the ODE?

**A:** Districts/schools are required to have all Discipline Incidents data reported to the ODE by the time the collection closes on August 31, 2020. Districts/schools are encouraged to start the reporting process when the collection opens on May 23, 2020 in order to correct any errors and verify that the data is correct before the collection closes. Please do not delay in starting the reporting process as this could result in inaccurate and untimely data submission.

**Q:** My district has no discipline incidents data to report. Do I need to complete a report?

**A:** Yes. All districts must complete the discipline incidents data collection. The current Discipline Incidents Data Collection system has a verify button on the consolidated collection home page that all districts must use to validate they have submitted data.

## File Layout

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
1	A	ChkDigitStdntID	Secure Student Identifier (SSID)	10	1	10	int	Y	Y	ODE assigned Secure Student Identifier (SSID) with a trailing check digit.
2	B	DistStdntID	District/Local Student Identifier	10	11	20	varchar	N	N	Identifier, assigned by the district, used to uniquely identify the student.
3	C	ResdDistInstID	Resident District Institution Identifier	10	21	30	int	Y	Y	ODE assigned Institution Identifier for the Resident District. The District responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.
4	D	ResdSchlInstID	Resident School Institution Identifier	10	31	40	int	Y	Y	ODE assigned Institution Identifier for the Resident School. The School responsible for the education of the student and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. Special provisions apply as defined in ORS 339.133, 338.155(1), and 338.165.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
5	E	AttnDistInstID	Attending District Institution Identifier	10	41	50	int	Y	Y	ODE assigned Institution Identifier for the Attending District. The District where the student is receiving instruction and where state assessments are administered.
6	F	AttnSchlInstID	Attending School Institution Identifier	10	51	60	int	Y	Y	ODE assigned Institution Identifier for the Attending School. The School where the student is receiving instruction and where state assessments are administered.
7	G	InstFill	Institution Filler	20	61	80	varchar	N	N	Reserved for future use.
8	H	LglLNm	Legal Last Name	50	81	130	varchar	N	Y	Legal last name of the student.
9	I	LglFNm	Legal First Name	40	131	170	varchar	N	Y	Legal first name of the student.
10	J	LglMNm	Legal Middle Name	40	171	210	varchar	N	N	Legal middle name of the student.
11	K	GnrtnCd	Generation Code	4	211	214	varchar	N	N	Name suffix of the student (i.e. Jr., II, III).
12	L	PrfrdLNm	Preferred Last Name	50	215	264	varchar	N	N	Preferred last name of the student.
13	M	PrfrdFNm	Preferred First Name	40	265	304	varchar	N	N	Preferred first name of the student.
14	N	PrfrdMNm	Preferred Middle Name	40	305	344	varchar	N	N	Preferred middle name of the student.
15	O	BirthDtTxt	Date of Birth	8	345	352	datetime	Y	Y	Date the student was born.
16	P	GndrCd	Gender Code	1	353	353	char	N	Y	Code indicating the gender of the student.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
17	Q	HispEthnicFg	Hispanic/Latino Ethnic Flag	1	354	354	char	N	Y	Indicates a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
18	R	AmerIndianAlsknNtvRaceFg	American Indian/Alaskan Native Race Flag	1	355	355	char	N	Y	Indicates a student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
19	S	AsianRaceFg	Asian Race Flag	1	356	356	char	N	Y	Indicates a student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
20	T	BlackRaceFg	African American Race Flag	1	357	357	char	N	Y	Indicates a student having origins in any of the black racial groups of Africa.
21	U	WhiteRaceFg	White Race Flag	1	358	358	char	N	Y	Indicates a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
22	V	PaclslndrRaceFg	Native Hawaiian/Other Pacific Islander Race Flag	1	359	359	char	N	Y	Indicates a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
23	W	RaceFill	Race Filler	1	360	360	char	N	N	Reserved for future use.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
24	X	LangOrgnCd	Language of Origin Code	4	361	364	varchar	Y	Y	Code indicating the first language spoken in an individual's home in their early or earliest childhood. One's first language or native language.
25	Y	SSN	Partial Social Security Number	4	365	368	varchar	Y	N	Last four (4) digits of the Social Security Number of the student.
26	Z	EnrlGrdCd	Enrolled Grade Code	2	369	370	char	Y	Y	Code indicating the enrolled grade level of the student; or a grade level assigned to an ungraded student based on student age.
27	AA	Addr	Street Address	45	371	415	varchar	N	Y	Street Address of the student's primary residence.
28	AB	City	City	20	416	435	varchar	N	Y	City where the student's primary residence is located.
29	AC	ZipCd	Zip Code	5	436	440	varchar	Y	Y	First five digits of the postal Zip Code of the student's primary residence.
30	AD	Zip4Cd	Zip Plus Four Code	4	441	444	varchar	Y	N	Plus four portion of the postal zip code of the student's primary residence.
31	AE	ResdCntyCd	Resident County Code	2	445	446	varchar	Y	Y	Code indicating the county of legal residence of the student's parent or legal guardian or the county of residence of an emancipated minor student.
32	AF	Phn	Phone Number	10	447	456	varchar	N	N	Phone Number (Area Code, Prefix, and Exchange) of the student.
33	AG	TchrFill	Teacher Filler	50	457	506	varchar	Y	N	Reserved for future use.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
34	AH	HSEntrySchlYr	High School Entry Cohort School Year	4	507	510	varchar	Y	N	School year the student entered high school in the format XYYY. (i.e. 0809 for the 2008-2009 school year). Indicates the ninth grade cohort group associated with the student.
35	AI	Fill	Student Filler	16	511	526	varchar	N	N	Reserved for future use.
36	AJ	EconDsvntgFg	Economically Disadvantaged Flag	1	527	527	char	N	N	Indicates student eligibility for a Free or Reduced Lunch program.
37	AK	Ttl1Fg	Title I Flag	1	528	528	char	N	N	Indicates the student is being served in a Title I Targeted Assisted School (TAS). Does NOT include students served in a Title I School Wide Program (SWP).
38	AL	SpEdFg	Special Education Flag	1	529	529	char	N	Y	Indicates student participation in an Individualized Education Plan (IEP/IFSP).
39	AM	Sect504Fg	Section 504 Flag	1	530	530	char	N	N	Indicates student eligibility for Section 504 services
40	AN	MigrntEdFg	Migrant Education Flag	1	531	531	char	N	N	Indicates student participation in a program designed to assure that migratory children receive full and appropriate opportunity to meet the state academic content and student academic achievement standards.
41	AO	IndianEdFg	Indian Education Flag	1	532	532	char	N	N	Indicates student participation in a program designed to meet the unique educational and culturally related academic needs of American Indians.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
42	AP	LEPFg	Limited English Proficiency Flag	1	533	533	char	N	Y	Indicates a child who is Limited English Proficient.
43	AQ	DstncLrnFg	Distance Learning Flag	1	534	534	char	N	N	Indicates student participation in a distance learning program or a program that includes online coursework.
44	AR	HomeSchlFg	Homeschooling Flag	1	535	535	char	N	N	Indicates that the student is registered to receive homeschool instruction.
45	AS	TAGPtntTAGFg	Potentially Talented and Gifted Flag	1	536	536	char	N	N	Indicates that the student demonstrated the potential to perform at the 97th percentile. The definition for this field is established by the district.
46	AT	TAGIntlctGiftFg	Intellectually Gifted Flag	1	537	537	char	N	N	Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
47	AU	TAGAcdmTIntRdFg	Academically Talented Reading Flag	1	538	538	char	N	N	Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.
48	AV	TAGAcdmTIntMaFg	Academically Talented Math Flag	1	539	539	char	N	N	Indicates that the student scored at or above the 97th percentile on a standardized test of total mathematics.
49	AW	TAGCrvtvAblyFg	Creative Ability Flag	1	540	540	char	N	N	Indicates that the student demonstrated original or nontraditional methods in thinking and producing. The definition for this field is established by the district.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
50	AX	TAGLdrshpAblyFg	Leadership Ability Flag	1	541	541	char	N	N	Indicates that the student demonstrated ability in motivating the performance of others either in educational or non-educational settings. The definition for this field is established by the district.
51	AY	TAGPrfmArtsAblyFg	Visual and Performing Arts Ability Flag	1	542	542	char	N	N	Indicates that the student demonstrated ability in dance, music or art. The definition for this field is established by the district.
52	AZ	TrnstnProgFg	Transition Program Flag	1	543	543	char	N	N	Indicates a Special Education student of high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and are not working towards a regular or modified diploma.
53	BA	AltEdProgFg	Alternative Education Program Flag	1	544	544	char	N	N	Indicates that the student has been placed by the district in an Alternative Education Program(s) based on criteria described in OAR 581-022-1350 (5).
54	BB	AmerIndianTrbMbrshpCd	American Indian Tribal Membership Code	3	545	547	char	Y	N	Indicates a student having membership in any Federally recognized tribe.
55	BC	AmerIndianTrbEnrlmntNbr	American Indian Tribal Enrollment Number	10	548	557	varchar	Y	N	Identifier indicating the student's Native American tribal membership.
56	BD	DemogFill	Demographic Filler	11	558	568	varchar	N	N	Reserved for future use.
57	BE	SECCPrimDsblyCd	Primary Disability Code	2	569	570	char	Y	Y	Code indicating the primary disability (eligibility) of the student.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
58	BF	DsplnDtTxt	Discipline Action Date	8	571	578	datetime	Y	Y	Date that disciplinary action was taken against the student as a result of the incident, may or may not be the same as the Discipline Incident Date.
59	BG	DsplnActnTypCd	Discipline Action Type Code	1	579	579	char	N	Y	Code describing the disciplinary action taken against the student as a result of the incident.
60	BH	DistIncdntID	District Discipline Incident Identifier	10	580	589	varchar	N	Y	Identifier, assigned by the district, used to uniquely identify the incident leading to disciplinary action(s).
61	BI	PrimOffnsTypCd	Primary Offense Type Code	4	590	593	varchar	Y	Y	Code describing the primary offense perpetrated by the student during the incident.
62	BJ	SecOffnsTypCd	Secondary Offense Type Code	4	594	597	varchar	Y	Y	Code describing a secondary offense perpetrated by the student during the incident.
63	BK	TertOffnsTypCd	Tertiary Offense Type Code	4	598	601	varchar	Y	Y	Code describing a tertiary offense perpetrated by the student during the incident.
64	BL	PrimWpnTypCd	Primary Weapon Type Code	4	602	605	varchar	Y	Y	Code describing the primary weapon in the student's possession during the incident.
65	BM	SecWpnTypCd	Secondary Weapon Type Code	4	606	609	varchar	Y	Y	Code describing a secondary weapon in the student's possession during the incident.
66	BN	TertWpnTypCd	Tertiary Weapon Type Code	4	610	613	varchar	Y	Y	Code describing a tertiary weapon in the student's possession during the incident.

Row	Column	Field Name	Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
67	BO	DsplnModCd	Discipline Modifier Code	1	614	614	varchar	Y	Y	Code describing special circumstances that may have modified the disciplinary action taken.
68	BP	DsplnDays	Discipline Days	4	615	618	numeric	Y	Y	Number of school days associated with the disciplinary action taken, with one implied decimal point. Partial Discipline Days are always rounded up to the nearest half day.
69	BQ	IntrmSrvFcg	Interim Educational Services Flag	1	619	619	char	N	N	Indicates whether the district provided interim educational services during the discipline days to enable the child to continue to participate in the general education curriculum and/or to progress toward meeting the goals set out in the student's IEP, although in another setting. (IDEA 300.101(a) and 300.530(d))
70	BR	VlntCrmnlOffnsFg	Violent Criminal Offense Arrest Flag	1	620	620	char	N	N	Indicates that the incident resulted in the student's arrest for a violent criminal offense, including: Assault; Manufacture or delivery of a controlled substance; Sexual crimes using force, threatened use of force or against an incapacitated person; Arson; Robbery; Hate/Bias crime; Coercion; or Kidnapping.
71	BS	DsplnIncdntDtTxt	Discipline Incident Date	8	621	628	datetime	Y	Y	Date that disciplinary incident occurred, must be the same day or before the Discipline Action Date.
72	BT	DsplnFill	Discipline (Dspln) Filler	50	629	678	varchar	N	N	Reserved for future use.

## Appendices

### Discipline Action Type

Code	Name	Description	Effective	End
<del>1</del>	Expulsion	<del>Action taken by the local educational agency removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy.</del>	07/01/2007	06/30/2018
1	Expulsion	An action taken by a local educational agency to remove a child from his/her regular school for disciplinary purposes for a period lasting longer than the permitted out-of-school suspension period allowed by the local educational agency policy.	07/01/2018	
2	In-School Suspension	Instance in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.	07/01/2007	
3	Out-of-School Suspension	Instance in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center).	07/01/2007	
4	Truancy	Event defined as (8) truancy days in one month. A truancy day may only be included in a single truancy event. A truancy day is an unexcused absence of one-half day or more. Districts establish their own definition of "an unexcused absence".	07/01/2007	
5	Removal to an Alternative Educational Setting	Instance in which school personnel (not the IEP team) order the removal of a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for not more than 45 school days.	07/01/2007	

## Discipline Modifier

Code	Name	Description	Effective	End
0	Not Applicable	Not Applicable	07/01/2007	
1	Shortened Weapons Expulsion	Duration of the weapons expulsion was modified (in writing) to be less than one year by the chief administering officer of the local educational agency (superintendent of the district). ORS 339.250 (6)	07/01/2007	
2	Removal By Administrative Law Judge	Removal was ordered by an administrative law judge (ALJ) because the child exhibits behavior that is substantially likely to result in injury to the child or others.	07/01/2007	

## Disability Code

Code	Name	Description	Effective	End
00	Not Applicable	Not Applicable to Collection	07/01/2004	
10	Intellectual Disability	Intellectual Disability	07/01/2011	
20	Hearing Impairment	Hearing Impairment	07/01/2004	
40	Visual Impairment	Visual Impairment	07/01/2004	
43	Deaf-Blindness	Deaf-Blindness	07/01/2004	
50	Communication Disorder	Communication Disorder (Previously Speech/Language Impairment)	07/01/2004	
60	Emotional Disturbance	Emotional Disturbance	07/01/2004	
70	Orthopedic Impairment	Orthopedic Impairment	07/01/2004	
74	Traumatic Brain Injury	Traumatic Brain Injury	07/01/2004	
80	Other Health Impairments	Other Health Impairments	07/01/2004	
82	Autism Spectrum Disorder	Autism Spectrum Disorder (Previously Autism)	07/01/2004	
90	Specific Learning Disability	Specific Learning Disability	07/01/2004	
<del>98</del>	<del>Developmental Delay 3-4yr</del>	<del>Developmental Delay 3-4 Years (ECSE Only)</del>	<del>07/01/2004</del>	<del>6/30/18</del>
98	Developmental Delay 3-9yr	Developmental Delay (3-9 Year Only)	07/06/2020	

## Offense Type

Code	Name	Description	Effective	End
0	Not Applicable	Not Applicable ( <u>Not available for Primary Offense field</u> )	7/1/2007	
1000	Alcohol (liquor law violations: possession, use, sale)	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol.	7/1/2007	
1100	Arson (Setting a Fire)	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device.	7/1/2007	
1200	Attendance Policy Violation (Not Attending School or Classes as Required)	Violation of state, school district, or school policy relating to attendance.	7/1/2007	
1300	Battery (Physical Attack/Harm)	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.	7/1/2007	
1400	Burglary/Breaking and Entering (Stealing Property/Unlawful Entry)	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	7/1/2007	
1500	Disorderly Conduct (Disruptive Behavior)	Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.	7/1/2007	
1600	Drugs Excluding Alcohol and Tobacco (Illegal Drug Possession, Sale, Use/Under the Influence)	Unlawful use, cultivation, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.	7/1/2007	
1699	Manufacture or Delivery of a Controlled Substance	Manufacture or delivery of a controlled substance	7/1/2008	
1700	Fighting (Mutual Altercation)	Mutual participation in an incident involving physical violence, where there is no major injury.	7/1/2007	
1800	Harassment, Intimidation, Bullying (Physical, Verbal, Psychological, or Cyberbullying)	Physical harm, damage to property, knowingly placing a student in fear of physical harm or damage to property, or creating a hostile educational environment. Refer to ORS 339.351(1-2) for complete definition.	7/1/2016	
1900	Harassment, Sexual (Unwelcome Sexual Conduct)	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.	7/1/2007	
2000	Homicide (Murder or Manslaughter)	Killing a human being.	7/1/2007	
2100	Inappropriate Use of Medication (Prescription or over-the-counter)	Use, possession, or distribution of any prescription or over-the-counter medication, (e.g., aspirin, cough syrups, caffeine pills, nasal sprays) in violation of school policy.	7/1/2007	
2200	Insubordination (Disobedience)	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.	7/1/2007	

Code	Name	Description	Effective	End
2300	Kidnapping (Abduction)	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	7/1/2007	
2400	Obscene Behavior	Language or actions, written, oral, physical, or electronic, in violation of community or school standards.	7/1/2007	
2500	Physical Altercation, Minor (Pushing, Shoving)	Confrontation, tussle, or physical aggression that does not result in injury.	7/1/2007	
2600	Robbery (Taking of Things by Force)	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.	7/1/2007	
2700	School Threat (Threat of Destruction or Harm)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	7/1/2007	
2800	Sexual Battery (Sexual Assault)	Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.	7/1/2007	
2900	Sexual Offenses, Other (Lewd Behavior, Indecent Exposure)	Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here.	7/1/2007	
3000	Suicide	Act or instance of taking one's own life voluntarily and intentionally.	7/1/2007	
3100	Theft (Stealing Personal or Other Property)	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Electronic theft of data should be coded here.	7/1/2007	
3200	Threat/Intimidation (Causing Fear of Harm)	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.	7/1/2007	
3300	Tobacco (Possession or Use)	Possession, use, distribution, or sale of tobacco products.	7/1/2007	
3400	Trespassing (Unlawful or Unauthorized Presence)	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.	7/1/2007	
3500	Vandalism (Damage to School or Personal Property)	Willful destruction or defacement of school or personal property.	7/1/2007	
3600	Violation of School Rules (Disobeying School Policy)	This category comprises misbehavior not captured elsewhere. Problem behaviors could include dress code violations, running in the halls, possession of contraband, cheating, lying to authorities, or falsifying records.	7/1/2007	
3700	Weapons Possession (Firearms and Other Weapons)	Possession of an instrument or object to inflict harm on other persons. Both firearms and other weapons should be coded here.	7/1/2007	

Code	Name	Description	Effective	End
<b>8000</b>	Other Violent Criminal Offense (e.g., Coercion, Hate/Bias Crime)	Other violent criminal offenses not classified previously but meeting the State of Oregon`s definition of a "Persistently Dangerous" offense.	7/1/2007	
<b>9000</b>	Other Offenses (e.g., Forgery, Extortion)	Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, embezzlement, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.	7/1/2007	

## Enrolled Grade Code

Code	Name	Description	Effective	End
PK	Pre-Kindergarten	Student enrolled in pre-kindergarten; or an ungraded student who is 0-4 years old on September 1 of the reporting year.	07/01/2006	
KG	Kindergarten	Student enrolled in kindergarten; or an ungraded student who is 5 years old on September 1 of the reporting year.	07/01/2006	
01	First Grade	Student enrolled in first grade; or an ungraded student who is 6 years old on September 1 of the reporting year.	07/01/2006	
02	Second Grade	Student enrolled in second grade; or an ungraded student who is 7 years old on September 1 of the reporting year.	07/01/2006	
03	Third Grade	Student enrolled in third grade; or an ungraded student who is 8 years old on September 1 of the reporting year.	07/01/2006	
04	Fourth Grade	Student enrolled in fourth grade; or an ungraded student who is 9 years old on September 1 of the reporting year.	07/01/2006	
05	Fifth Grade	Student enrolled in fifth grade; or an ungraded student who is 10 years old on September 1 of the reporting year.	07/01/2006	
06	Sixth Grade	Student enrolled in sixth grade; or an ungraded student who is 11 years old on September 1 of the reporting year.	07/01/2006	
07	Seventh Grade	Student enrolled in seventh grade; or an ungraded student who is 12 years old on September 1 of the reporting year.	07/01/2006	
08	Eighth Grade	Student enrolled in eighth grade; or an ungraded student who is 13 years old on September 1 of the reporting year.	07/01/2006	
09	Ninth Grade	Student enrolled in ninth grade; or an ungraded student who is 14 years old on September 1 of the reporting year.	07/01/2006	
10	Tenth Grade	Student enrolled in tenth grade; or an ungraded student who is 15 years old on September 1 of the reporting year.	07/01/2006	
11	Eleventh Grade	Student enrolled in eleventh grade; or an ungraded student who is 16 years old on September 1 of the reporting year.	07/01/2006	
12	Twelfth Grade	Student enrolled in twelfth grade; or an ungraded student who is 17+ years old on September 1 of the reporting year.	07/01/2006	

## Weapon Type

Code	Name	Description	Effective	End
98	No Weapon	No weapon was used in the incident.	7/1/2007	
11	Handgun	The weapon involved was a handgun or pistol.	7/1/2007	
12	Shotgun/Rifle	The weapon involved was a shotgun or rifle.	7/1/2007	
13	Other Type of Firearm (e.g., Bombs, Grenades, or Starter Pistols)	The weapon involved was another type of firearm not named above, including zip guns, starter guns, and flare guns.	7/1/2007	
21	Knife with Blade Length Less Than 2.5 Inches	The weapon involved was a knife with a blade less than 2.5 inches in length.	7/1/2007	
23	Knife with Blade Length Greater Than or Equal to 2.5 Inches	The weapon involved was a knife with a blade 2.5 inches or greater in length.	7/1/2007	
29	Other Knife	<del>The weapon involved was another type of knife.</del>	<del>7/1/2007</del>	6/30/2018
30	Other Sharp Objects	The weapon involved was another type of sharp object, (e.g., razor blade, ice pick, dirk, Chinese star, other pointed instrument [used as a weapon]).	7/1/2007	
40	Other Object	The weapon involved was another known object (e.g., chain, nunchakus, brass knuckle, billy club, electrical weapon or device [stun gun], BB or pellet gun).	7/1/2007	
50	Substance Used as Weapon	The weapon involved was a substance (e.g., mace, tear gas) that was used as a weapon.	7/1/2007	
97	Other	The incident involved a weapon other than those described above.	7/1/2007	
99	Unknown Weapon	A weapon was used in the incident, but the type is unknown.	7/1/2007	